



**JOB TITLE:** GSRP Preschool Teacher Aide

**REPORTS TO:** Director of Education

**FLSA STATUS:** Non-exempt (Hourly)

**SUMMARY:** Provide assistance with supervision and instruction to children in the GSRP Preschool program. Assist in developing and implementing daily lessons and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in directing and supervising the daily activities of all children enrolled in the program.
- Work as a team with the other staff members.
- Conduct with Lead teacher, two home-visits and two parent/teacher conferences in the school year.
- Assist in the general operations of program as directed by the Director.
- Assist in planning, implementing and participating in age appropriate activities, special events, and field trips.
- Participate in all activities with children and other staff.
- Assist in the documentation and maintenance of up-to-date records of attendance, accidents, and incidents related to the operation of the program.
- Communicate effectively with parents in coordination with the Director.
- Be a positive representative of the Comstock Community Center.
- Attend and participate in all staff meetings and trainings.
- Assist in maintenance and wise use of program supplies, including snacks, materials, and equipment.
- Assist in the cleaning and maintenance of a safe, stimulating, attractive environment.
- Appropriately handle all emergency situations, remain current in CPR/First Aid/Blood Borne Pathogens certifications.
- As required by Michigan Law, report any suspected incidence of child abuse or neglect to CPS and the Director.
- Assist in ensuring that all programs meet or exceed all state licensing regulations and guidelines.
- Participate in other activities directly related to the program as directed by the Director of School Based Programs or the Executive Director.
- Fill out a time sheet weekly and turn in at the end of two weeks.
- Know and comply with Comstock Community and Community Learning Center's policies and procedures.
- Complete 24 clock hours of youth related trainings annually

**JOB REQUIREMENTS:**

- Requires a strong interest in working directly with children, high energy level, patience, flexibility, good judgment, and enthusiasm.
- Needs to have good human relations, organizational skills and communication skills.
- Minimum Education Requirement: a valid Michigan teaching certificate with a CDA or an associate's degree in early childhood/preschool education or child development
- Preferred Education Requirement: a valid Michigan teaching certificate with a BA in Education with a ZA or ZS endorsement
- Proof of negative TB test with the past year
- First Aid/CPR certificate must be obtained within the first 30 days of hire if not already current.
- Blood Borne Pathogens certifications must be obtained prior to working with children

**This position is full-time 9.5 month position with an approximate start date in September 2015. Schedule will be approximately 8am-4-30pm, Monday through Friday. If you are interested in this position, please submit your cover and resume to Human Resources via email at [hr@comstockcc.com](mailto:hr@comstockcc.com) or fax to 269-492-0909.**